



Executive Service Position Announcement TN Volunteer Challenge Academy Lead Counselor

Position Description:

The Tennessee Volunteer Challenge Academy (TNVCA) is currently accepting resumes for a Lead Counselor position. Under the direct supervision of the Deputy Director, this position is responsible for supervising the Counseling Department as well as providing individual and group counseling and guidance to cadets exhibiting complex personal problems or difficulty in adjustment and growth in the areas of social, emotional, educational, vocational, and health planning. Participate in a rotating on-call schedule and work nights and weekends as deemed necessary.

Minimum Salary: \$3,500 monthly

Benefits: Insurance (Health, Dental, Life, Vision), Annual, Sick and Military Leave, Flexible Benefits Plan, Retirement, Higher Education Fee Waivers Discounts

For additional benefits: <http://www.tn.gov/hr/topic/benefits>

Essential Job Duties:

- Supervises Counselor Department and evaluates performance, assigns caseloads, and imposes discipline when required of subordinate staff to include recommendations for dismissal.
- Prepares reports of caseloads, follow-up reports for periodic review and prepares plans for improving counseling and guidance services.
- Conducts extensive evaluation, at a secondary level, as needed, of cadet progress and adjustment toward personal, family, work, and facility-setting problems. Provides counseling and guidance services requiring close and prolonged observation as well as adaptation or usage of modern counseling techniques. Participates in crisis intervention to resolve immediate or urgent cadet problems and assists cadets in developing insights relative to personal problems and their resolutions. Prepares a tentative plan based on cadet evaluations and makes recommendations for placement in work, educational, or vocational training programs. Responsible for career day activities.
- Coordinates with Commandant and Instructor Supervisor and counsels to structure rehabilitative activities for cadets with particularly strong needs, utilizes social case study reports and conducts interviews to assist in preparation of cadet placement needs.
- Oversees curriculum development and instruction of life skills and job skills in a classroom environment. Serves as team counselor during periods of reduced manning. Provides extensive automated file management utilizing the National Guard Bureau Cadet Tracking System to update and maintain cadet data for tracking by the National Guard Bureau.
- Oversees the administration of individual and group standardized tests, ASVAB tests, interest inventories, vocational aptitude tests, and refers cadets for professional treatment services when required.
- Serves as the proponent authority for policies, procedures and regulatory guidance associated with the functions of the Lead Counselor position. Develops policies, procedures and other guidance needed to implement and execute the duties, responsibilities and functions of this position description.
- Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.
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TNVCA Lead Counselor Continued

Minimum Qualifications:

- Requires a bachelor's degree in a social science field (i.e. Psychology or Social Work) and 2 year professional experience.
- Requires four years professional experience in guidance counseling, behavioral, social sciences, or a related field.
- Requires working knowledge of research techniques and the writing of professional reports. Requires ability to establish and maintain satisfactory working relationships with parents and families, other professional disciplines, and members of other governmental community organizations.
- Requires a valid Tennessee driver's license.
- Employee will undergo an extensive background check. Applicants for this class must have no conviction of a felony; applicants must be willing to be fingerprinted and must have their fingerprints on file with the Tennessee Military Department; applicants must authorize release on any investigative and criminal records obtained by the Federal Bureau of Investigation to the Tennessee Military Department. The data may be used as part of a review process to evaluate eligibility for continued employment. Possess a valid State driver's license
- Ability to communicate effectively both orally and in written communications.
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Desired Qualifications:

- Master's degree in Counseling or Social Work, Licensed Professional Counselor (LPC) or Licensed Social Worker (LSW).

How to Apply:

Submit your resume detailing your experience in meeting the above requirements for the TNVCA Lead Counselor to:

Tennessee Volunteer Challenge Academy

TNVCA.admin@tn.gov

Deadline to Apply: December 7, 2018